

**UNITED STATES SECURITIES AND EXCHANGE COMMISSION
MERIT PROMOTION VACANCY ANNOUNCEMENT**

Announcement Number: 04-103-DC

Opening Date: 04/09/04

Closing Date: 04/27/04

POSITION TITLE

Secretary (OA)
(This is a bargaining unit position.)

FULL PERFORMANCE LEVEL

SK-7

PAY PLAN, SERIES, GRADE

SK-318-7 (\$36,622 - \$51,961)

**COMPETITIVE CIVIL SERVICE
STATUS REQUIRED**

NUMBER OF VACANCIES

1

WORK SCHEDULE

Full-time

AREA OF CONSIDERATION (U.S. Citizenship Required)

Federal Employees and Reinstatement Eligibles
Washington, DC/Metro Area Only

ORGANIZATION AND DUTY STATION

Division of Enforcement
Office of Assistant Director #8

FOR ADDITIONAL VACANCIES THAT MAY BE AVAILABLE VISIT: <http://www.sec.gov/jobs.shtml>

SUMMARY OF DUTIES

Incumbent serves as secretary to the Assistant Director and performs a wide range of duties to provide efficient and timely secretarial and personal assistant services to that official. He/she receives visitors and answers telephone calls; reviews documents to ensure conformance with regulations, proper grammar, and format; establishes and maintains filing systems; handles incoming material; makes and distributes copies; responds to requests from other individuals or offices for information; maintains control logs for correspondence and work projects; makes travel arrangements and prepares authorizations and vouchers. He/she also composes non-technical correspondence, including E-mails, and performs administrative functions such as time and attendance.

QUALIFICATIONS REQUIRED: (All candidates must meet minimum requirements in accordance with the OPM Qualification Standards Handbook as summarized below).

Each candidate must indicate that they are a qualified typist (40 wpm).

Candidates must have experience in administrative clerical work that demonstrates possession of the knowledge, skills and abilities required to serve as a principal office assistant. Candidates must have 52 weeks specialized experience at the GS/SK-6 grade level to qualify for the SK-7 position. GS/SK-7 level candidates may apply for competitive reassignment.

QUALITY RANKING FACTORS

Quality ranking factors are used to ascertain the extent of your knowledge, skills and abilities as related to the specialized experience. These factors also will determine whether you will place among the top ranked candidates to be referred for interview.

1. Experience demonstrating the ability to utilize software applications (e.g., WordPerfect, Word, Windows, Excel, etc.)
2. Experience demonstrating the ability to obtain facts by using general research tools.
3. Experience demonstrating the ability to establish and maintain filing systems.
4. Experience demonstrating the ability to make arrangements for travel and prepare travel authorizations and vouchers.
5. Experience demonstrating the ability to format and prepare legal and other office/agency documents.

(SEE REVERSE FOR ADDITIONAL INFORMATION)

EVALUATION OF CANDIDATES

Candidates **with** current competitive civil service status and reinstatement eligibles who meet the qualifications required will be rated on the bases of relevant experience, education, training, supervisory appraisal, job-related awards, and the quality ranking factors in accordance with the SEC's merit promotion plan. If you DO NOT address the quality ranking factors to clearly describe the extent of your experience, you may be determined ineligible or receive a low rating.

APPLICATION MATERIALS

Candidates **MUST** submit: A resume; the Optional Application for Federal Employment; or any other written format of your choice which clearly identifies; 1) The announcement number, title and grade of the job you applied for and 2) Information required in the OPM pamphlet "Applying for a Federal Job".

You must also include the following, if applicable:

1. A separate sheet that clearly addresses the specific Quality Ranking Factors.
2. A copy of your most recent federal performance appraisal.
3. A copy of a SF-50, Notification of Personnel Action, to verify Federal competitive civil service status or time-in-grade eligibility.
4. A copy of a DD-214 if intending to establish Veterans Preference (see second paragraph below).

Be sure to include your current position title, series and grade and date of last promotion or within grade increase.

If you are a displaced Federal employee, you must attach to the front of your application proof of eligibility such as an SF-50 and/or RIF letter. If you are a displaced Federal employee separated within the local commuting area of the position, your application will be reviewed to determine whether you meet the minimum qualification requirements and, if you are found minimally qualified, then your application will be rated to determine whether you meet the well-qualified criteria established for the position. A well-qualified displaced employee will be referred before any other qualified candidates.

Veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Disabled veterans, individuals with disabilities, and veterans eligible for special OPM appointing authorities are also strongly encouraged to apply. Veterans applying under an OPM special appointing authority must state this at the beginning of their job application.

(If you do not provide all the information requested, you may lose consideration for this position). None of these forms will be subsequently loaned or returned to applicants.

FILING APPLICATIONS

Applications should be postmarked and mailed to U.S. Securities and Exchange Commission, Office of Human Resources and Administrative Services, 6432 General Green Way, Alexandria, VA 22312, no later than the vacancy announcement closing date. Hand delivered applications from within headquarters must be personally accepted and date stamped in OHRAS, Mini Personnel Office, Room 1120, Mail Stop 1-3 on or before the vacancy announcement closing date.

Applications received in postage-paid Government envelopes will not be considered and are a violation of Federal law and regulation. In accordance with agency policy, SEC will only accept FAX applications if there is evidence that they were not sent from Federal Government FAX machines. Applicants are reminded of legal prohibition against the use of Government envelopes or other property for other than officially approved activities. These prohibitions are contained in 5 U.S.C. 735.205, 39 U.S.C. and 18 U.S.C.

WHERE TO FILE

U.S. Securities and Exchange Commission
Office of Human Resources and Administrative Services
6432 General Green Way
Alexandria, VA 22312

Security Clearance: The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment or selection to another position.

Moving expenses will ____ will not X be paid subject to Federal regulations and SEC policy.

EQUAL EMPLOYMENT OPPORTUNITY: All candidates will be considered without regard to any nonmerit reason such as race, color, sex, age, religion, sexual orientation, national origin, or disability status.

SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OHRAS. The decision on granting reasonable accommodation will be on a case-by-case basis.